



PURCHASE ORDER

PO Number: 303-0-1065

Requisition Number: 303-0-02531

Order Date: 8/25/2020

Ordered

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

James E. Rudder Building
1019 Brazos St.
Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

14736219677
Elite Entrances, LLC
8650 Spicewood Springs 145, #605
Austin, TX 78759
Dan Rybaski
Phone: 832-922-7444, Fax:
drybaski@eliteentrances.com

****Service Completed 8/14/2020 - AWAITING PAYMENT****

Service/Repair Loading Dock Door at JER Bldg.

Pricing per attached Invoice # 7263.

Description TFC Contact:
James Lacombe
512-463-3407
James.Lacombe@tfc.texas.gov

Services performed under this agreement are not considered complete for purposes of payment until TFC, or its authorized designee, inspects and accepts the work performed by the vendor.

Line Items

| Description | Qty | Unit | Unit Price | Start Date | End Date | Total |
|-------------|-----|------|------------|------------|-----------|----------|
| | 1 | Job | \$203.75 | 8/14/2020 | 8/14/2020 | \$203.75 |

EMERGENCY WORK ORDER

Loading dock door

- Door will not close all the way leaving the door unlocked

08/14/2020

LH out leaf was not closing properly. Adjusted arm length, cam position and tuned operators. Adjusted top strike latch on both doors and pinned them properly. Doors are secure and operational.

NIGP Class: 910**NIGP Item:** 67**Object Class:** 266**Reimbursement Type:** Not Reimbursable

Notes: **Work was completed on 8/14/2020.** Vendor Self-performed.

Grand Total \$203.75

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512) 463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

| | |
|----------------------------------|--|
| Agency | TFC |
| Fiscal Year | 2020 |
| Division | Facilities Management and Operations |
| Program | Property Management |
| Phone | 5124633407 |
| Org Code | 0442 - Facility Maintenance |
| Type of Purchase/PCC Code | 'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00 |
| Work Order Number | 736497 |

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Goll, Heather - CTCD, 5124630209

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)